

CITY OF LYNNWOOD

2021

FACILITY RENTAL GUIDE



City of Lynnwood Parks, Recreation & Cultural Arts
18900 44th Ave W. Lynnwood, WA. 98036
www.PlayLynnwood.com

Travis Hutchins, Athletics Coordinator
Ph. (425) 670-5517 / Thutchins@LynnwoodWA.gov

Lynnwood Recreation Center
Ph. (425) 670-5732 / Fax (425) 771-1363

Kelly Schudde, Recreation Supervisor
Ph. (425) 670-5515 / Kschudde@LynnwoodWa.gov

Eric Peterson, Parks Maintenance Superintendent
Ph. (425) 670-5595 / Epeterson@LynnwoodWa.gov

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Rental Application Checklist

- ☐ Submit a completed and signed Field or Gym Rental Application Form (attached) to Travis Hutchins. Incomplete or unsigned forms will be returned to sender. Separate forms are required for each activity type.
 1. Email to Thutchins@LynnwoodWa.gov (preferred method)
 2. Walk in - 18900 44th Ave W. Lynnwood, WA 98036
 3. Mail to City of Lynnwood PO Box 5008 Lynnwood WA 98046 C/O Travis Hutchins
 4. Faxed to 425.771.1363
- ☐ Requests must be submitted no later than the dates listed on the Facility Rental Request Application (pg 8).
- ☐ Any League/Organization/Renter requesting a facility must be in good financial standings with the City of Lynnwood.
- ☐ Scheduling of Lynnwood's facilities will be governed by the rental policy and procedures.
- ☐ Applicants that need to request multiple dates and times will need to turn in the Block Booker sheet with Rental Application (pg 9).
- ☐ Once the permit is issued, payment and proof of insurance must be on file and completed before a group's first scheduled use can occur. Permits will be issued through email.
- ☐ Final confirmation of use is given when the City has received payment, insurance (if required) has been received and a permit has been sent to the applicant.

Facility Rental Rules & Regulations

The facilities being used have been developed by the City of Lynnwood, City of Edmonds, Edmonds School District, State of Washington, Snohomish County and Snohomish County Tourism Promotion Area for the residents of this community. To provide for the safety of the participants and to ensure proper use of the facility, we ask that you and your group adhere to the rules and regulations listed below.

1. No food or beverages permitted on fields or in gym. Only water is permitted.
2. Applicants must report any damage to the facilities to City of Lynnwood.
3. Organizations/users will be held financially responsible for damage or vandalism during their scheduled activities.
4. Facility users must stay within their permitted facility use time. Any user that is found to exceed their rental time will be charged for that time.
5. Organizations must use the facilities in the activity that they requested. Any different activity other than what was requested will need to have written authorization.
6. Consumption or possession of alcoholic beverages or the appearance of an intoxicated state is strictly prohibited.
7. City facilities are on Edmonds School District property. No alcohol, drugs, smoking, vaping, tobacco products or weapons allowed on premises.
8. The following items are not allowed on the fields: metal cleats, chairs, glass, sharp objects, flammable liquids, golfing, fireworks or stakes.
9. Pets are not allowed on any playing fields/gyms. Leashed pets are permitted on walking trail. Please clean up after your pets.
10. Absolutely no vehicle access beyond marked parking areas. Supplies must be carried to fields/gym.

11. Field use by youths must be under adult supervision at all times. The applicant is responsible for the conduct of participants and spectators. Profane language or other objectionable behavior is not permitted.
12. At the conclusion of the last scheduled activity, the site is to be vacated within 15 minutes.
13. The City is not responsible for accidents, injuries or loss of property.
14. The misuse of City facilities or failure to conform to these regulations will be sufficient reason for denying future requests.
15. Only permitted facilities are to be utilized.
16. No warm-up play is permitted outside of the field area. Kicking balls or hitting balls into any fences, or climbing on fences is strictly prohibited.
17. Facility users must be prepared to present a Facility Use Permit to a City staff if asked. If a user cannot produce the requested documents they will be asked to vacate the facility. It is the applicant's responsibility to provide a copy of these documents to their field users. Coaches should also be provided a copy of these facility rules.
18. A league schedule does not substitute for a City of Lynnwood Facility Use Permit.
19. All rules and regulations related to the Edmonds School District shall apply to all City facilities located on school property.
20. The Lynnwood Parks & Recreation Department reserves the right to cancel any Facility Rental Permit for just cause or to amend the rules and regulation regarding use of City facilities.
21. Facility users must comply with all Facility Use Rules & Regulations and Lynnwood Municipal Code regulations.

Facility Driving Directions

Cedar Valley Community School

19200 56th Ave W
Lynnwood, WA 98036
(425) 431-7390

From Everett: I-5 Southbound, exit #181 (Lynnwood), following signs to the west onto 196th. Continue west on 196th. Turn right (N) onto 58th Ave W.(light) (Bank of America on corner). At end of road, turn right to the school. Park anywhere in the lot directly to the west of the school.

From Seattle: I-5 Northbound, exit #181A (44th Ave W), turn left (N), turn left (W) onto 196th Street SW. Continue west on 196th. Turn right (N) onto 58th Ave W (light) (Bank of America on corner). At end of road, turn right to the school. Park anywhere in the lot directly to the west of the school.

Meadowdale Middle School

6500 168th Street SW
Lynnwood, WA 98037
(425) 431-7707

From Everett: I-5, Exit #183 (164th Street SW), turn right (W). 164th becomes 44th Ave W. Turn right (W) onto 168th, cross Hwy 99. Continue west on 168th, past Beverly Elementary and Meadowdale High. Turn right at the “Y”. The school is on the left.

From Seattle: I-5, exit #181A (44th Ave W). Turn left (N) onto 44th Ave W. Turn left (W) onto 168th, cross Hwy 99. Continue west on 168th, past Beverly Elementary and Meadowdale High. Turn right at the “Y”. The school is on the left.

Meadowdale Athletic Complex

16700 66th Ave W
Lynnwood, WA 98037

From Everett: I-5, Exit #183 (164th Street SW), turn right (W). 164th becomes 44th Ave W. Turn right (W) onto 168th, cross Hwy 99. Continue west on 168th, past Beverly Elementary and Meadowdale High. Turn right at the “Y”. Turn right on 66th Ave W. The athletic complex is on the left.

From Seattle: I-5, exit #181A (44th Ave W). Turn left (N) onto 44th Ave W. Turn left (W) onto 168th, cross Hwy 99. Continue west on 168th, past Beverly Elementary and Meadowdale High. Turn right at the “Y”. Turn right on 66th Ave W. The athletic complex is on the left.

2021 Facility Rental Fees

Activity	Adults (Per Hour)	Youth (Per Hour)	Tournaments (Per Hour)
Meadowdale Softball Fields with Synthetic Infields (M3, M4, M5)	\$40.00	\$30.00	\$35.00
Meadowdale Synthetic Multi-Purpose Fields (M1 & M2)	\$60.00	\$40.00	\$50.00
Meadowdale Middle/ Cedar Valley Gym (Full)	\$50.00	\$40.00	n/a
Meadowdale Middle Auxiliary Gym	\$30.00	\$25.00	n/a
Lights* (per hr & per field)	\$25.00	\$25.00	*Included
\$25.00 Permit Fee			

Light Rental Chart

January	4:30pm	July	9:00pm
February	5:00pm	August	8:00pm
March	6:00pm	September	7:00pm
April	6:30pm	October	6:00pm
May	7:30pm	November	4:30pm
June	8:00pm	December	4:00pm

*This chart is used as a guideline to estimate time of natural sun light. Field fees will be charged on a per hour basis, with increments of .5 hours.

FIELD RENTAL REQUEST APPLICATION

HOURLY RATES PER FIELD (Fees subject to change)

FIELD	YOUTH	ADULT	TOURNAMENTS
Meadowdale Playfields #1 & 2 Synthetic Multi Purpose Fields	\$40.00 <input type="checkbox"/>	\$60.00 <input type="checkbox"/>	<input type="checkbox"/> \$50 [Hour]
Meadowdale Playfields # 3, 4, 5 Synthetic IF Baseball/Softball	\$30.00 <input type="checkbox"/>	\$40.00 <input type="checkbox"/>	<input type="checkbox"/> \$35 [Hour]
*Lighting Fee (per hour/field)	\$25.00	\$25.00	Included

* Lighting fee is charged based on lighting time table found on our website.

FIELD'S SEASONS	DATES INCLUDED	APPLICATIONS ACCEPTED
FALL	8/1 - 11/30	6/15 - 6/30
WINTER	12/1 - 2/29	10/1 - 10/15
SPR/SUM	3/1 - 7/31	1/2 - 1/16

Organization/Group Name		Contact Name/Organizational Title	
Contact Address		City	Zip Code
Day Phone #	Evening/Cell #	Email Address	

PARTICIPANTS: ☐ Youth ☐ Adult

ACTIVITY: ☐ Games ☐ Practices ☐ Sports Camp ☐ Tournament ☐ Other _____

If requesting a tournament or camp, what's the # of anticipated Participants _____

☐ Nonstandard use of the sports field (i.e. community activities, sports camps, retreats, unusual sports, etc.) require the applicant to submit a detailed description of the intended use of the facility. The description should include but is not limited to an estimate of attendance, a schedule or agenda of activities, plans for food, signage and equipment.

SPORT: ☐ Soccer ☐ Football ☐ Lacrosse ☐ Slow-Pitch ☐ Fast-Pitch ☐ Baseball

☐ Basketball ☐ Volleyball ☐ Special Event ☐ Other _____

FIELD SET-UP: {BASES} ☐ 60' ☐ 65' ☐ 70' ☐ 80' ☐ 90'

{PITCHING RUBBER} ☐ 35' ☐ 40' ☐ 43' ☐ 46' ☐ 50' ☐ 54' ☐ 60'6"

{TEMP MOUND NEEDED} ☐ Yes ☐ No

Any additional setup instructions should be written on an extra piece of paper & submitted with this application.

Applicants wanting to request blocks of times, on multiple dates, need to fill out the schedule request worksheet that's found on our website. Please only request dates & times that your group would use, if receiving the time.

FIELD	DAYS OF THE WEEK (Circle Appropriate Days)	START DATE	END DATE	START TIME	END TIME
Meadowdale Playfields #1	M T W TH F Sa Su				
Meadowdale Playfields #2	M T W TH F Sa Su				
Meadowdale Playfields #3	M T W TH F Sa Su				
Meadowdale Playfields #4	M T W TH F Sa Su				
Meadowdale Playfields #5	M T W TH F Sa Su				

Waiver of Liability - The undersign certifies on behalf of the applicants organization that the information given in this application is accurate and that the undersigned is authorized by the applicant to sign and submit this application on the applicants behalf. Applicant has read the City of Lynnwood's Facilities Use Manual and agrees to abide by the policies and regulations found on the back of this application. Incomplete application forms will be returned to sender. The applicant agrees that City of Lynnwood ("City") and it's agents or employees will not be liable for any damage to person or property by reason of negligent or intentional acts of applicant, it's agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses and hold harmless, the City and it's officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury or damage to person or property from the negligent or intentional acts of applicant, directly or indirectly attributable to applicant's activities and/or use of the Lynnwood Facilities, except for those injuries or damages resulting from the sole negligence of the City.

I agree to Indemnification / Hold Harmless AND to all City of Lynnwood Facilities Use Regulations and Rules.

Applicant Printed Name / Position

Applicant Signature

Date

Facility “Block Booking” Spreadsheet

CITY OF LYNNWOOD PARKS & RECREATION DEPARTMENT

Year_____ Season_____ Facility_____

Date:____ / ____ / ____

Organization Name_____

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Field/Gym</u>	<u>Game/Practice</u>	<u>Hours</u>